



Manager's Report

for Council Meeting of May 25, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

A C Consulting
Amaya, Carlos E
Cardona, Sabrina
Giant Food Store #285
Guess? Retail Inc
He Said Press
J & C Enterprises
Lu Lu Construction
Nameco Cybertainment Inc
Office Management Solutions
Princeton Design
S C C Inc
T E Perry & Associates
The Technology Development Group
This Time Around Antiques
To Morrow's Design

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of April 24 – May 7, 2004:

New Hires

Robert Shifflett

Position

Maintenance Worker I

Department

Airport

Promotions

None

Transfers

None

Separations

Resignations:

Jennifer Montgomery
John Campbell
Rebecca Campbell
Tommy Kulas
Lisa Smith
Gerry Clemente
Mark Baker

Position

Recreation Program Manager
Police Officer
Police Officer
Aquatics Instructor
Systems Technician
Deputy Finance Director
Equipment Operator

Department

Parks and Recreation
Police
Police
Parks and Recreation
Parks and Recreation
Finance
Utility Lines

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION:**

<u>DIVISION OF CURRENT PLANNING</u> <u>PLAN REVIEW ACTIVITY</u>			
PLANS REVIEWED DURING THE PERIOD OF: MAY 4, 2004 – MAY 18, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Simpson Middle School extension of water service line (490 Evergreen Mill Rd) TLCI-2003-0002	Capital Improvement Plan	3 rd	Public water line extension
Catoctin Circle Center (behind Giant grocery store) TLSE-2004-0006	Special Exception	1 st	
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Final Plat	3 rd	Construction of nine single family detached residential dwellings
Tavistock Farms, Section 15, 16&17 (Multifamily & Commercial) DP 2000-07	Easement Deed	2 nd	Utility easement
Dulles Motors Used Cars @ 307 Parker Court TLPF-2003-0005	Preliminary/Final Development Plan	4 th	2,295 square foot vehicle sales, repair and storage building
Rosebrook/Johnston Property Subdivision (old 207 Fairview Street) TLCI-2004-0004	Easement Plat	1 st	Off site water easement through adjacent residential property.
Leesburg WCPF Upgrade /Expansion Project 7.5 TLCI- 2004-0004	Capital Improvement Plan	1 st	Upgrade/expansion of existing wastewater treatment plant
Battlefield Marketplace TLRD-2004-0004	Revisions to Approved Construction Drawings	SS	Minor Revisions
Stratford Ryland, Landbay “E” (MF) DP 2000-18	Revisions to Approved Development Plan	1 st	Minor Revisions
Battlefield Marketplace TLRD-2003-0005	Revisions to Approved Development Plan	3 rd	Minor utility revisions
Town Branch Flood Control Project TLCI-2004-0003	Capital Improvement Project	1 st	Town Branch stream bank improvements
Union Cemetery Drainage Improvements TLPF-2004-0004	Preliminary/Final Development Plan	1 st	

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MAY 4, 2004 – MAY 18, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Evergreen Mill Road/Tolbert Lane Improvements	Capital Improvement Plan	3 rd	Public road improvements
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction Drawings	7 th	Construction of nine single family detached residential dwellings
Oaklawn @ Stratford, Phase 1 Public Improvements TLPP-2004-0008	Preliminary/Final Development Plan	1 st	Construction of a segment of Battlefield Parkway and neighboring roads associated with various commercial development
Frances Hazel Reid Elementary	Revision to Approved Capital Improvement Plan	2 nd	Landscaping revisions
Mobil Car Wash TLDW-2003-0007 (Adjacent to Mobil Gas station at Battlefield Shopping Center)	No Adverse Impact Certification Plan	3 rd	Construction of a carwash
Tavistock Farms, Section 15, 16&17 (Multifamily& Commercial) DP-2000-07	Final Development Plan	3 rd	Construction of 300 condominium units
Stowers, Phase 3, Section 4	Construction Drawings	2 nd	Construction of 52 single family detached residential dwelling lots
Battlefield Marketplace TLRD-2004-0004	Revisions to Approved Development Plan	2 nd	Target irrigation revisions
Loudoun County High School	(Sketch) P/F Development Plan	1 st	Construction of a high school
Loudoun County Elementary School ES-13 (Cangiano Property)	(Sketch) P/F Development Plan	2 nd	Construction of an elementary school
The Hamlet @ Leesburg	Revisions to Approved Construction Drawings	SS	Minor revisions
Stratford Ryland Lake Facility	Revision to Approved Development Plan	1 st	Minor revisions
Fort Evans Plaza II TLSE-2000-0013	Special Exception	1 st	
Georgetown Mews, Lot 11	Buffer Yard Modification	1 st	Buffer Yard Reduction
Nextel Monopole & Fort Evans Plaza TLSE-2004-0001	Rezoning	1 st	
Tavistock Office Park	P/F Development Plan Authorization	1 st	Construction of one two-story office building
Edwards Landing, Phase 3	Rough Grading Plan	3 rd	Grading Revisions
PLANS APPROVED OR RECORDED DURING THE PERIOD OF: MAY 4, 2004 – MAY 18, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction Drawings	7 th	Construction of nine single family detached residential dwellings <i>(In approvable form, awaiting final plat and deed approval and recordation)</i>

Beauregard Estates, Phase 5 (200 block of Lawson Road)	Deed of Subdivision, Easement		Construction of nine single family detached residential dwellings (Deed has been approved and executed, awaiting approval of related final plat prior to recording)
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Final Plat		Construction of nine single family detached residential dwellings (Deed has been approved and executed, awaiting approval of related final plat prior to recording)
Dulles Motors Used Cars @ Parker Court (307 Parker Court) TLPF-2003-0005	Preliminary/Final Development Plan	4 th	2,295 square foot vehicle sales, repair and storage building

ZONING DIVISION**Zoning Permits Issued Residential**

Stowers 2 SFD - 100,000

Zoning Permits Issued Commercial

651 Potomac Station Drive NE - interior fit-up - \$18,000 - Potomac Station Retail
 1045 Edwards Ferry Rd NE - interior fit-up - \$45,000 - Battlefield Shopping Center
 490 Evergreen Mill RD SE - erect two tents Simpson Middle School
 645 Potomac Station Dr NE - interior fit-up - \$1,600.00

Occupancy Permits Issued Residential

Potomac Crossing - 2 SFD & 1 SFA
 Potomac Station - 1 SFD
 Edwards Landing Section 3 - 2 SFD

Occupancy Permits Issued Commercial

647 Potomac Station Dr NE - retail fit-up - Potomac Station Retail
 241 Fort Evans Rd. N.E. #345 - retail fit-up - Calvin Klein

Special Exceptions: 18 Active or Under Review for Acceptance

1. TLSE 2002-0012 KFC/LJS: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows to be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Council public hearing was held on April 27, 2004. At the post-public hearing meeting on May 11, 2004 Council voted 5-2 to deny the request under Resolution No. 2004-72.
2. TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing is scheduled for June 3, 2004.
3. TLSE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were

rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.

4. TLSE 2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE 2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted on February 18, 2004 and are currently under review.
6. TLSE 2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted on March 4, 2004 and is currently under review.
7. TLSE 2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
8. TLSE 2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted on April 16, 2004 and is currently under review by staff.
9. TLSE 2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted on April 16, 2004 and is currently under review by staff.
10. TLSE-2004-0008 Meadowbrook Bank drive thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted on May 4, 2004 and is currently under review by staff.
11. TLSE-2004-0009 Meadowbrook, Bank drive thru-WEST: Located along the East side of Route 15 South, opposite Greenway Farm. The applicant, Centex Homes requests a 5,000 square foot bank with drive-thru. Submitted April 7, 2004. The application was officially accepted on May 4, 2004 and is currently under review by staff.

12. TLSE-2004-0010 Meadowbrook, Convenience store/gas pumps: Located along the East side of Route 15 South, opposite Greenway Farm. The applicant, Centex Homes requests a 7,000 convenience store with 12 gas pumps. The application was officially accepted on May 4, 2004 and is currently under review by staff.
13. TLSE-2004-0011 Hertz Rent-a-car: Located at 4 Cardinal Park Drive. SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests the ability to rent autos to auto body shop- patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004 and is currently under review for acceptance
14. TLSE-2004-0012 Real Estate Holdings: Located on the south side of East Market St. east of the Shenandoah University campus. The applicant is requesting two Auto dealerships. The application was submitted April 12, 2004, officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-003)
15. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant is requesting 228,000 square foot of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and is currently under review for acceptance.
16. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant is requesting for 4,500 square foot bank with a drive-thru. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and is currently under review for acceptance.
17. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision The applicant is requesting a 4,500 square foot bank with a drive-thru. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and is currently under review for acceptance.
18. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ drive-thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant is requesting 3,000 square foot fast food restaurant with a drive-thru. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and is currently under review for acceptance.
19. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Commission Permits: 1 Active

1. TLCP 2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Rezoning: 6 Active or Under Review for Acceptance

1. **TLZM 2002-0005 Misty Ridge Rezoning:** Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
2. **TLZM 2003-0005 Waterside at Leesburg:** Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003, revised plans were submitted on May 4, 2004 and are currently under review.
3. **TLZM 2004-0001 Meadowbrook:** Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
4. **TLZM 2004-0002 Stanfield Properties at Greenway Farms:** Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. **TLZM-2004-0003 Real Estate Holdings:** Located on the south side of East Market St. east of Shenandoah University campus. The applicant is requesting to amend ZM#129 Leesburg Auto Park, to allow two auto dealerships. The application was submitted on April 12, 2004, officially accepted on April 27, 2004 and is currently under review by staff. (See also related application TLSE-2004-0012)
6. **TLZM-2004-0004 H-1 District Expansion:** Located at the northern terminus of Wildman Street and west of Catoctin Circle. This Council-initiated action seeks to expand the H-1 Old and Historic Overlay District to include the Carlheim Estate (also known as the Paxton Property). A joint public hearing of the Town Council and the Planning Commission is scheduled for **May 25, 2004**.

Town Plan Amendments: 2 Active

1. **TLTA 2003-0001 Waterside at Leesburg:** Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on

November 21, 2003, revised plans were submitted on May 4, 2004 and are currently under review.

2. TLTA 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Zoning Ordinance Amendments:

1. ZOAM 2004-0001: These amendments to various sections of the Zoning Ordinance were initiated by Council at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission is scheduled for June 3, 2004.
2. ZOAM 2004-0002: On April 19, 2004 Council initiated an amendment to Section 7.5 to expand the H-1, Old and Historic Overlay District to include the house and property known as Carlheim or the Paxton Property. A joint public hearing of the Town Council and the Planning Commission is scheduled for **May 25, 2004**.

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. On May 7, 2004 applicant withdrew the request for a variance in writing so the case is closed.

Board of Architectural Review Cases

The most recent Board of Architectural Review meeting was held on Monday, May 17, 2004. The agenda included 13 applications; 11 were approved on the consent agenda; one was taken off the consent agenda for discussion at applicant's request and one was deferred.

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 3 Public Facility Permits issued totaling \$66,897.00
- 21 work orders issued for meter sets
- 24 requests for occupancy inspection were issued.

Capital Projects Update:

- Thirteen plans and five requests for modeling were received for review within the service area.
- Several meetings were held with the developers and engineers to review upcoming projects.
- An RFP is being finalized for miscellaneous water and sewer system replacement projects.
- The final construction plans for the expansion and upgrade to the Water Pollution Control Facility has been received and submitted to the Planning Department for review.
- An IFB for sludge removal services at the Water Plant has been issued.
- An IFB has been released for Sanitary Sewer Relining project and pre-bid meeting held.

UTILITY LINES DIVISION

Installations made during this period:

- Replace ¾ HDPE water service to 501 & 502 Country Club Dr. SW.
- Relocate and replace fire hydrant on Liberty St & Loudoun St.
- Replace meter box, frame & lid, installed resetters @ 407 & 413 Dodd Dr.

Training:

- Max Mellott and Rick Schooley attended training demo at Easy Liner, Inc.
- Robert Hanshew, Max Mellott, Mike Osman, Lesley McClaughry, Ken Binder, Herb Gallahan, Jamie Morin, Hank Woodward, Jason Ziemann, Daryl Campbell, Rusty Cromer and Scott Lincoln attended an AWWA Seminar in Fairfax, VA.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marking water & sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- continuing with the water flushing program
- cleaning of pumping stations for the Water Pollution Control Facility

Summary Programs:

- Staff performed complete maintenance on 41 fire hydrants.
- Staff provided 35 new connections to town utility system.
- Staff responded to 549 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of May 21, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng & PW</i>	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Maintenance Worker I	2/20/04	√	√				
	1	Senior Engineer	3/22/04	√	√				
<i>P&R</i>	1	Custodian (readvertisement)	1/6/04	√					
	1	Aquatics Supervisor - Readvertisement	3/29/04	√	√				
	1	Fitness Supervisor	3/29/04	√	√	√	√	√	
	1	Recreational Program Supv	5/18/04	√	√				
	1	Head Preschool Teacher	5/19/04	√					
<i>P & Z</i>	1	Planner	3/5/04	√					
	1	Admin Associate II	5/10/04						
<i>Police</i>	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	2/15/04	√	√				
	1	Communication Technician	2/15/04	√	√				
	1	Police Officer	4/13/04	√					
	2	Police Officers	5/23/04	√					
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Meter Systems Technician	5/14/04	√					
	1	Temp full time summer worker	5/14/04	√					
<i>Water Supply</i>	1	Sr. Water Plant Operator	3/1/04	√					
	1	Water Plant Operator	4/28/04	√					
<i>WPCD</i>	1	Utility Plant Operator	4/16/04	√					
	1	Utility Plant Supervisor	4/16/04	√					
<u>TOTAL</u>	27								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe